



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Field Recruitment Bulletin**

ISSUE DATE: August 6, 2015
CLOSING DATE: Open until Filled

Recruitment Bulletin No: 15-2599-004
Chicago Regional Office
Oak Brook, IL

(All qualified applications received by September 11, 2015 will be on the first list referred to the selecting official)

POSITION: Partnership Specialist (Community)

SALARY RANGE:

GG-0301-9 \$48,403 to \$68,393 Per Year
GG-0301-11 \$58,562 to \$82,753 Per Year
GG-0301-12 \$70,192 to \$99,193 Per Year

PROMOTION POTENTIAL: GG-0301-12

NUMBER OF POSITIONS: 1 (One position will be filled for this vacancy. Areas of consideration includes Illinois, Michigan, Wisconsin and Minnesota.

BENEFITS:

If hired, you are entitled to the following: health benefits, life insurance, leave accrual, within grade increases, and participation in the Thrift Savings Program (TSP).

EXCEPTED SERVICE APPOINTMENT: This position is a Term, Excepted Service, Schedule A position with a two year time-limited appointment with the possibility of an additional two year extension. This position cannot be made permanent.

WORK SCHEDULE: This position has mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION: State of Michigan

DUTY LOCATON: Duty station is place of residence

WHO MAY APPLY:

- **Internal – All Current Census Employees:** All current census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive) appointment.

DUTIES: The incumbent of this position serves as a Partnership Specialist. The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

Applicants must have the specialized experience or education indicated below or a combination of both. **Please note: If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.**

GG-0301-09: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 07 level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers.

EDUCATION: Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-11: Applicants must have the experience or education indicated below or a combination.

You must have one year of specialized experience equivalent to the grade 09 level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities.

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

GG-0301-12: Applicants must have the experience indicated below.

You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience conducting public affairs programs involving public information community relations activities and seeking cooperation; and presenting information to internal and external groups to inform them of program objectives and activities. activities and gaining cooperation; and (2) ability to present information to the public including media, state, and local government officials, community businesses, and organization program officers.

EDUCATION: No substitution of education for experience is permitted.

SELECTIVE FACTOR: Ability to develop relationships and productive partnership agreements with leaders in the tribal community.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.
2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community- based organizations; faith-based groups; schools; media outlets; and businesses.
3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.

HOW TO APPLY: Applicants must submit a separate completed Optional Application for Federal Employment (OF-612) or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruiting Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruitment Bulletin number, title, and grade for which you are applying.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- E-mail address if available.
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. Citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference must submit an SF-15, Application for 10-point Veterans' Preference, with the required proof (i.e., statement from Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide this supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (for example, other languages, typing speed, computer software/hardware, or tools), certificates/licenses (current), and honors, awards, and special accomplishments (for example, publications or memberships in professional societies.).

Please Note: Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government fax machines will not be accepted.

Applicants requiring reasonable accommodation for any part of their application and Hiring process should call the Chicago Regional at 630-288-9200.

Complete application package must be received by the close of business (5:00 p.m. Central Time) on the closing date of the announcement and submitted to:

**Bureau of the Census,
Chicago Regional Office
1111 W 22nd St., Suite 400
Oak Brook, IL 60523
Attention: Minnie Davis – Administrative Specialist**

For further information on this vacancy, contact Administrative Specialist, Minnie Davis at 630-288-9200.

OTHER INFORMATION:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Disabled Veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Chicago Regional Office at 630-288-9200.
- Selected applicants must pass a background investigation.

For further information on this vacancy, contact Administrative Specialist, Minnie Davis at 630-288-9200.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 630-288-9200. THE DECISION OF GRANTING REASONABLE ACCOMMODATION WILL BE A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.